



BEHAVIOUR MANAGEMENT POLICY

INTRODUCTION

Newcastle School for Boys ('the School') aims to encourage boys to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the School. Promoting the emotional well-being of all of our boys is key to their development. The School aims to teach trust and mutual respect for everyone.

The School believes that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils who are motivated to become life-long learners. The School develops qualities of teamwork and leadership through our extensive programme of co-curricular activities.

Newcastle School for Boys is an inclusive community. We welcome boys from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take his place in the modern world.

This policy applies to all pupils in the School including those in our Early Years Foundation Stage (EYFS). Our designated staff member responsible for behaviour management in EYFS is Sian Woosnam, Junior School Assistant Head - Early Years.

Newcastle School for Boys' staff will not threaten or use any form of corporal punishment when setting out its sanctions for poor behaviour amongst pupils.

CODE OF CONDUCT

Newcastle School for Boys sees education as a partnership. Our staff are committed to excellence, aiming to achieve a spirit of trust and co-operation. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School. Parents are expected to support the School in managing expectations of behaviour and the provisions of this Policy, both at home and at School.

We expect boys to treat staff and each other with courtesy and co-operation so that they can learn in a relaxed but orderly atmosphere and to respond positively to the opportunities and demands of school life. They should follow the School's rules and understand what is expected of them and why sanctions may be imposed for inconsiderate behaviour.

Everyone has a right to feel secure and to be treated with respect at Newcastle School for Boys, particularly the vulnerable. Harassment and bullying will not be tolerated. Our ***Anti-bullying policy*** is on our website and available on request. The

School is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex, gender, homophobia, special educational needs, disability or learning difficulty, or the fact that a child is adopted, looked after or is a carer.

Newcastle School for Boys takes its duties under the Equality Act 2010 seriously and makes appropriate reasonable adjustments for boys with special educational needs/disabilities (SEND).

We expect boys to be ready to learn and to participate in school activities. They should attend school and lessons punctually. They should care for the buildings, equipment and furniture. We expect boys to behave at all times in a manner that reflects the best interests of the whole school community.

Newcastle School for Boys reserves the right to take disciplinary action against boys who are found to have made malicious accusations, whether against other pupils, staff or other individuals, which might include any of the actions listed below, up to and including suspension/exclusion.

INVOLVEMENT OF PARENTS AND GUARDIANS

Parents and guardians who accept a place for their son at Newcastle School for Boys undertake to uphold the School's policies and regulations, including this policy, when they sign the parental contract (acceptance form and terms and conditions). The School values a close relationship with parents and encourages parents to work in partnership with the School to assist in maintaining high standards of behaviour both inside and outside of the School. In particular, the School expects parents to support the School's values in matters such as attendance and punctuality, behaviour, uniform/dress and appearance, standards of academic work, co-curricular activities and homework/private study.

In the event of any behaviour management issue, the School will liaise closely with parents and, if relevant, other relevant agencies if applicable. The School has a number of support systems in place to meet the needs of all pupils. These include our Support for Learning provision and carefully managed transitions from one year group to the next.

The School welcomes feedback from parents on the effectiveness of our behaviour management measures and all other aspects of this policy.

UNEXPLAINED ABSENCES

The School will always telephone parents on the first day of an unexplained absence to determine the boy's whereabouts, in accordance with the School's safeguarding obligations and ***Missing child policy and procedures***.

Please note that it is usually the Governors' policy not to allow holiday to be taken during term unless in exceptional circumstances.

INVOLVEMENT OF PUPILS

The School promotes an ethos of good behaviour where pupils treat each other with respect at all time, inside and outside of school.

Our experience shows that the ethos of and respect for the School is enhanced by listening to our pupils and by encouraging constructive suggestions from them in assemblies, during form and class time, Personal, Social and Health Education (PSHE) lessons, project work, drama activities, stories and literature and via the School Council, which meets regularly.

The School will ensure that all new boys, including those in EYFS, are briefed thoroughly on the School's expected standards of behaviour and we work closely with all boys as they transition through the School, from the day they start at the School to the day they leave.

SCHOOL RULES

School rules are designed to encourage positive behaviour and self-discipline. Parents and guardians agree, when signing the acceptance form and terms and conditions, that their son will comply with School rules and that they will undertake to support the authority of the Headmaster in enforcing them in a fair manner that is designed to safeguard the welfare of the community as a whole.

PROMOTING GOOD BEHAVIOUR

At Newcastle School for Boys, we reward encourage good behaviour and celebrate curricular and co-curricular achievements from our boys by:

- verbal praise and written praise for good work;
- merit for both effort, achievement and demonstrating excellent character;
- boys signing the Headmaster's book for outstanding achievement;
- annual subject and year group prizes;
- posting examples of excellent work in art/design, sports and drama and concert achievements on the School's website and social media, so that the community can celebrate success;
- reports to parents.

SANCTIONS

It is hoped that pupils will respond to the School's positive encouragement and rewards and will comply with the School Rules. However, the School acknowledges that, from time to time, pupils' conduct may fall below the standards of behaviour reasonably expected by the School. Sanctions assist the School in enforcing the School Rules and help the School to set boundaries and to manage unacceptable or challenging behaviour from pupils.

The Headmaster undertakes to apply any sanctions fairly, reasonably and proportionately and, where appropriate, after due investigative action has taken

place. Sanctions may undergo reasonable change from time to time but will not involve any form of unlawful or degrading activity. Corporal punishment is illegal and is never used or threatened at our school. Examples of sanctions include:

- a verbal reprimand from a member of school staff;
- letter to parents to advise of the misbehaviour;
- additional school work or repeating unsatisfactory work until it meets the required standard;
- the setting of written tasks as punishments,;
- detention including during lunch-time, after school and on Saturdays
- withdrawal of privileges;
- confiscation of property that is being used inappropriately or without consideration;
- missing break times;
- school-based service or imposition of a task - such as removing chewing gum or picking up litter under supervision;
- regular reporting, including academic performance reporting, early morning reporting, scheduled uniform and other behaviour checks, or being identified for behaviour monitoring;
- withdrawal from a lesson, school trip or team event;
- suspension for a specified period, removal or exclusion.

All misbehaviour or disciplinary incidents will be dealt with as soon as practicable.

Teachers are responsible in the first instance for dealing with minor infringements, such as lateness, casual rudeness or disruption in class, and late or poorly completed work. He/she may impose any of the sanctions above, such as the setting of additional work, or setting a written task. Repetition of misbehaviour will be reported to the relevant Senior Tutor or Head of Sixth Form (Senior School) and Assistant Head (Junior School) and to the pupil's form tutor (Senior School) or class teacher (Junior School) and may lead to further sanctions.

Minor indiscipline in class or other minor misdemeanours are reported to the pupil's form tutor/class teacher.

More serious misdemeanours are reported to the pupil's Senior Tutor or Head of Sixth Form (Senior School) and Assistant Head (Junior School) and may lead to an appropriate sanction, as above.

Persistent lateness to lessons will be reported to the pupil's form tutor (Senior School) or class teacher (Junior School) and may lead to a one-hour supervised detention after school on Friday in the Senior School and a lunch time detention in the Junior School.

Repeated lateness (following warning and/or punishment) or repeated indiscipline in class will be reported to the pupil's form tutor/class teacher and may lead to a supervised detention after school.

Persistently poor academic performance may result in the Senior Tutor or Head of Sixth Form (Senior School) or Assistant Head (Junior School) requiring a pupil to be placed on an academic performance report where the pupil's teachers will make

written comments on the pupil's performance at the end of every lesson for a period of one or two weeks.

Deliberately missing a lesson or becoming seriously behind in work may result in the Senior Tutor or Head of Sixth Form (Senior School) requiring a pupil to attend a detention on Friday afternoon or Saturday morning.

In applying sanctions, especially those with serious consequences, the School undertakes to take reasonable steps to avoid placing children with SEND or a particular vulnerability at a particular disadvantage compared to other children, in accordance with the School's obligations under the Equality Act 2010.

Newcastle School for Boys maintains a confidential record of all sanctions imposed for serious misbehaviour. The entries on this record include the pupil's name and year group, the nature and date of the offence and the sanction imposed.

SERIOUS MISBEHAVIOUR

The School's *Discipline and exclusions policy* is available on the School's website and upon request. All parents and pupils should be aware of the more serious sanctions, including suspension and exclusion, that the Headmaster can impose for serious breaches of the School rules including, but not limited to, criminal behaviour. Examples of serious breaches of the School rules and regulations which may result in serious sanctions include:

- drug abuse;
- alcohol and tobacco abuse;
- theft;
- bullying, including through social media and other forms of cyber-bullying;
- physical assault/threatening behaviour against pupils or adults;
- fighting;
- sexual harassment;
- abuse on grounds of race, gender, religion/belief, disability, special education needs (etc.)sexual misconduct, including in relation to sexting and indecent images;
- damage to property; and
- persistent disruptive behaviour.

Serious sanctions in accordance with the School's *Discipline and exclusions policy* may also be imposed where unsatisfactory behaviour has continued despite previous disciplinary sanctions and/or warnings.

The School may be forced to exclude a pupil, or to require him to be withdrawn in the event that other disciplinary measures, including suspension, prove to be ineffective.

ALLEGATIONS AGAINST STAFF

The School takes its responsibilities for safeguarding extremely seriously. All members of the School community should be aware that any allegation of improper behaviour or unprofessional conduct made against a member of staff will be treated with the utmost seriousness and will always be managed in accordance with the procedures set out in the appropriate School policies and procedures, in particular the ***Safeguarding and child protection policy***.

Should an allegation made by a pupil against a member of staff be found to be malicious, the School reserves the right to treat this action as serious misbehaviour by the pupil, and manage that misbehaviour in accordance with this policy and the School's ***Discipline and exclusions policy***, as appropriate. Pupils should be aware that malicious allegations of abuse against staff (or indeed other pupils) may result in the suspension or permanent exclusion of the accuser from the School, and that incidents may also be referred to the police, where appropriate to do so.

CONTEXTUAL SAFEGUARDING

Staff will always consider the context and motive of a pupil's misbehaviour and consider whether it raises any concerns for the welfare of the pupil. If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, they should follow the procedures set out in the School's ***Safeguarding and child protection policy*** and discuss their concerns with the School's Designated Safeguarding Lead (DSL) without delay.

The School will also consider whether any disruptive behaviour might be the result of unmet educational needs, or any other needs, and will discuss concerns with the pupil's parents accordingly.

MISBEHAVIOUR OUTSIDE OF SCHOOL

On occasion, the School may apply the provisions of this policy to misbehaviour that occurs whilst pupils are outside the School, and:

- taking part in any activity organised by the School, or related to the School;
- travelling to and from school;
- wearing school uniform; or
- in some other way identifiable as a pupil of the School.

This is especially the case for incidents which could have repercussions for the orderly running of the School, or which may pose a threat to another pupil or member of the public, or where the reputation of the School may be negatively impacted as a result of the misbehaviour.

Serious misbehaviour outside of school will be dealt with in accordance with the School's ***Discipline and exclusions policy***.

USE OF REASONABLE FORCE

Like all schools, we reserve the right for our staff to use reasonable force to control or restrain a pupil in specific circumstances. Teachers and any other member of staff authorised by the Headmaster have a statutory power to use 'such force as is reasonable in the circumstances to prevent a pupil from doing or continuing to do' any of the following:

- Committing any offence (or, for a pupil under the age of criminal responsibility, what would be an offence for an older pupil).
- Causing personal injury to any person (including the pupil themselves).
- Causing damage to the property of any person (including the pupil themselves).
- Prejudicing the maintenance of good order and discipline at the School, and among any pupils receiving education at the School,

The use of reasonable force means using no more force than needed, and will always depend on the circumstances of the case.

The decision on whether or not to intervene will be a professional judgement of the member of staff concerned, and any force used must always be reasonable and proportionate to the circumstances and seriousness of the behaviour, taking into account any disability or SEN that the pupil may have.

All of our staff are trained in the circumstances in which reasonable minimum force may be used, both as part of their induction and regular refresher training on managing pupil behaviour and all staff are aware that corporal punishment of pupils is strictly prohibited. In particular, they are advised always to use their voices first and to use the minimum force necessary to restrain a child for the shortest possible period of time. The use of force can include either passive contact (such as standing between pupils, or blocking a path) or active contact (such as leading a pupil by the arm away from a situation). Members of staff (including non-teaching staff) may use reasonable force at any time off the School premises when they have lawful charge of the pupil elsewhere (e.g. on a school trip or other authorised out of school activity).

Staff training deals with the factors that must be considered in reaching a judgement as to whether the use of physical restraint is appropriate that are set out in the ATL's Guidance *Restraint* that include:

- The seriousness of the incident, assessed by the effect of the injury, damage or disorder that is likely to result if force is not used.
- The chances of achieving the desired result by other means.
- The relative risks associated with physical intervention compared with using other strategies.

Every member of staff will inform the Headmaster immediately after s/he has needed to restrain a pupil physically.

The School also has a confidential register within which the School includes the pupil's name and year group, the nature and date of the offence and the sanction imposed. The School will keep this register on so that any patterns may be identified by the School.

The School will always inform a parent when it has been necessary to use physical restraint and invite them to the school so that we can, if necessary, agree a protocol for managing their child's behaviour. Parents of children who are in the School's Early Years Foundation Stage setting will be informed of the incident on the same day or as soon as is reasonably practicable.

SEARCHING

The School reserves the right to search pupils and their possessions.

The Headmaster, or a member of staff authorised by the Headmaster, may search a pupil, provided that there is another staff member present as witness. The School does not conduct intimate searches and only a pupil's outer clothing (for example coats, blazers, hats, shoes, gloves and scarves) will be removed to facilitate a search, but a boy will first be given the opportunity to 'empty their pockets' and to disclose anything they should not have in school.

The School will always consider the age of the child to be searched and any SEND or vulnerabilities the child may have before conducting the search to decide whether any additional precautions or adjustments are needed, in accordance with the School's *Safeguarding and child protection policy*.

The consent of a pupil will usually be obtained before conducting a search unless the Headmaster (or authorised member of staff) reasonably suspects that the pupil in his possession an item that has been, or is likely to be, used to commit an offence, or to cause personal injury to any person (including the pupil being searched) or damage to property, or the pupil has, or is reasonably suspected to have in his possession any of the following items:

- Knives
- Weapons
- Alcohol
- Illegal drugs
- Stolen items
- Tobacco and cigarette papers including e-cigarettes or related materials
- Fireworks
- Pornographic or offensive images

Where a member of staff reasonably believes that there is a risk of serious harm to any person (including to the pupil being searched) if the search is not carried out immediately, the Headmaster (or authorised member of staff) is permitted to carry out a search of a pupil of the opposite sex. The Headmaster (or authorised member of staff) is also permitted to undertake a search in this circumstance without a witness present only where it is not practical to summon another member of staff.

The School will inform the pupil's parents of any search conducted after the event, particularly where alcohol, illegal drugs or potentially harmful substances have been found as a result of the search. The parent's prior consent to undertake a search is not required.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

CONFISCATION

A member of staff carrying out a search may seize any item that they have reasonable grounds for suspecting is a prohibited item, or may be evidence in relation to an offence.

Where a search identifies alcohol, tobacco or cigarettes, or fireworks they may be retained or disposed of by the member of staff, but will not be returned to the pupil.

Controlled drugs will be delivered to the police as soon as reasonably practicable, but may be disposed of if the member of staff considers there is good reason to do so. Substances that are not believed to be controlled drugs however, but that are believed to be harmful or detrimental to good order or discipline, may be confiscated by a member of staff. If the School is uncertain as to the legal status of a substance, it will be treated as if it is controlled.

In respect of weapons or items that are believed to be evidence of an offence, these will be passed to the police as soon as possible. Stolen items will also be delivered to the police, but may instead be returned to the rightful owner, if there is good reason to do so.

Where a search identifies a banned item, the member of staff conducting the search should take into account all relevant circumstances and use their professional judgement to determine whether the item should be returned to its owner, retained by the School or disposed of.

ELECTRONIC DEVICES

Where an electronic device is found during a search and that device is prohibited, or where the member of staff undertaking the search reasonably suspects that the device has been, or is likely to be used to commit an offence or cause personal injury or damage to property, the School may examine relevant data or files on the device, where there is good reason to do so. Parental consent to search through the electronic device is not required.

The School may also erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device may contain evidence in relation to a criminal offence, where the files should not be deleted and the device must be given to the police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to an offence, the School can decide whether it is appropriate to delete any files or data from the device and may retain the device as evidence of a breach of this policy. The School may then take steps to punish the student in accordance with the ***Discipline and exclusions policy***, where appropriate. In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's ***Safeguarding and child protection policy***.

The School will keep a record of all searches carried out, including the results of any search and the actions taken following that search.

TEACHING AND LEARNING

Newcastle School for Boys aims to raise the aspirations of all its pupils and to help them to appreciate that there are no barriers to their potential achievements both inside and outside the classroom. Pupils are encouraged to take responsibility for their own learning. We celebrate success, emphasise the positive and deal with the negative in a sensitive and tactful way. Our teaching staff offer each boy a high level of individual attention, together with consistent and helpful advice. In return, the School expects each pupil to co-operate and to work hard.

COMPLAINTS

We hope that you will not feel the need to complain about the operation of our ***Behaviour management policy*** and that any difficulty can be sensitively and efficiently handled before it reaches that stage. However, the School's ***Complaints procedure***, which applies equally in the EYFS setting, is on our website.

Although the Independent Schools Inspectorate (ISI) is responsible for inspecting the Early Years Foundation Stage, because it is part of an independent school, parents should be aware that if they are dissatisfied with the outcome of a complaint, they are entitled to make a complaint directly to Ofsted. More details can be found on Ofsted's website: <http://www.ofsted.gov.uk/resources/information-for-parents-about-ofsteds-role-regulating-childcare>

MONITORING AND REVIEW

The School will record all behavioural incidents and sanctions in accordance with this policy, which will be used to monitor behavioural issues within the School and to evaluate the effectiveness of this policy.

This policy is reviewed and updated at least annually by the School's Senior Leadership Team and signed off by the governors.

Reviewed: May 2019

Latest revision and update: June 2019